



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY ADMINISTRATOR, WILDLIFE	44	A	1.700

Under direction of the Wildlife Division Administrator, the Deputy Administrator provides administrative oversight and coordination of statewide programs including wildlife and boating law enforcement, conservation education, biological studies related to wildlife, fish and habitat, wildlife management areas, and fish hatcheries; ensures the development, implementation and documentation of the division's strategic plan; and acts on behalf of the Division Administrator in matters related to division operations, activities and personnel as directed by the Division Administrator.

Provide administrative direction and supervise staff including Wildlife Bureau Chiefs and Wildlife Regional Managers; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; evaluate the performance of subordinate supervisors and professional, technical and support staff; counsel and discipline staff as appropriate; participate in hiring and termination actions as required; review and authorize personnel actions; provide for appropriate training opportunities based on organizational requirements and budget constraints.

Plan and direct the division's management team and strategic planning process and evaluate results for consistency with department and division missions; collaborate with other division managers to establish program goals, objectives, priorities and necessary funding; formulate and propose suggested revisions and improvements in programs, services and products; plan, direct and evaluate operational requirements including allocation of staff and financial resources, seasonal initiatives, and organizational structure.

Plan organize and provide for statewide coordination of fish and wildlife programs through efforts of regional and central office staff; provide uniform delivery of statewide fish and wildlife programs within the regions, while balancing the needs and initiatives of competing/conflicting interest groups; assist in the development and implementation of programs; establish outcome measures, policies and procedures; identify areas for potential improvement and communicate with subordinate staff regarding program enhancements.

Evaluate organizational performance in meeting program and operational objectives; identify and direct various units in taking necessary steps toward continuous improvement of services and products for the public; provide narrative, statistical and oral reports on program and operational progress to the Wildlife Division Administrator, Department Director, Wildlife Commission, State legislators and other interested parties; evaluate effectiveness of programs in relation to established outcome measures.

Plan and organize Wildlife Commission, management team, staff and other meetings; make presentations as necessary; ensure agendas, informational materials and minutes are prepared and distributed according to established policy and regulations.

Develop and monitor the biennial and annual budgets for the Administrator's office; provide oversight and coordination in development and maintenance of regional budgets and contracts; monitor federal funding levels and ensure compliance with established rules and grant requirements.

Manage development of proposed legislation and regulatory initiatives related to wildlife issues including fiscal notes; review, coordinate and administer contracts for administrative services, programs and professional services.

Ensure compliance with local, State and federal laws, regulations and requirements; evaluate the impact of proposed legislation; formulate and implement policies, procedures and regulations in response to new statutory requirements; ensure the preparation and maintenance of mandated records and reports.

Conduct special analyses and write comprehensive reports and recommendations; research legislative proposals and prepare responses; draft text and position statements; develop and modify policy in response to legal mandates; serve on committees and attend a variety of meetings to represent the agency's interests.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Possession of a valid driver's license is required.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a natural science discipline such as wildlife management, conservation biology, zoology or closely related field and five years of increasingly responsible experience managing comprehensive programs involving natural resources, conservation or life sciences, two years of the required experience must have included wildlife management, budget preparation and control, strategic planning, and supervision of subordinate supervisors; **OR** two years experience comparable to a Chief, Conservation Education, Wildlife Regional Manager, Chief Game Warden or Wildlife Bureau Chief in Nevada State service; **OR** an equivalent combination of education and experience. (See *Special Notes & Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles, practices and methods of effective management including supervision, budgeting and fiscal management; strategic and program planning principles and practices; principles and practices of the biological sciences and wildlife management including fisheries, habitat, wildlife, non-wildlife, wildlife law enforcement and boating safety; ecology and life cycles, habits, habitat and other environmental and biological aspects of fish and wildlife species; biological sciences related to fish and wildlife research and management. **General knowledge of:** federal, State, county and municipal laws, regulations and policies governing fish and wildlife such as the Endangered Species Act and the National Environmental Policy Act. **Ability to:** plan, organize, direct and control comprehensive programs related to wildlife and boating law enforcement, conservation education, biological studies related to wildlife, fish and habitat, wildlife management areas, and fish hatcheries; effectively supervise staff to meet agency goals and objectives; communicate effectively both orally and in writing; effectively present and advocate for division programs and policies with a broad variety of interest groups; evaluate proposals for scientific accuracy, internal consistency, and adherence to agency and division policies and goals; read and interpret statutes and regulations; objectively evaluate the work performance of personnel and take appropriate personnel actions as required; analyze and evaluate regional biological and law enforcement program effectiveness; develop regional goals, objectives and procedures and ensure operational directives; prioritize work efforts and assignments to allocate staff and resources; establish and maintain effective working relationships with employees, supervisors, other State and federal agencies and the public; mediate between contending parties or groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: division programs and activities and their impact on the State's fish and wildlife resources; federal, State, county and municipal laws, regulations and policies governing fish and wildlife such as the Endangered Species Act and the National Environmental Policy Act; fish and wildlife programs administered at the federal level and their relationship to Nevada programs; State personnel, budget and purchasing rules and regulations; legislative process and its relationship to divisional operations; goals, programs, and objectives of the Division of Wildlife in relation to the Department of Conservation and Natural Resources. **Ability to:** identify program weaknesses and operational problems and implement effective remedial action; prepare and defend division programs and budgets; develop and implement coherent and effective planning procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.700

ESTABLISHED: 3/17/99R
9/10/99PC